




Tips for Using DOTD's Plan Room

1. A User Name and Password is required to access the system. If you do not have a User Name, click [Request an Id](#). Fill out the form and your User Name will be sent to you. DOTD Employees should use their domain user id to access the system. Employees who do not know the password, they should open a "Service Ticket."
2. Once you log on to the DOTD Plans and Distribution Center, you will be presented with two options; [Pre-Award Plans](#) or [Post-Bid Plans](#).

[Pre-award plans](#) contain the proposals, addendum, and plan for projects currently being let.

[Post-bid plans](#) contain the plans that are currently under constructions.

3. On the Project List screen, you have the following options:
 - Sort the List: Click on any of the column names to sort either by Letting Date, Description, or Project Number. The first click sorts the list in ascending order and the second click sorts the list in descending order.
 - Question Mark : Click the question mark to ask questions concerning a project.
 - List Icon : Click the list icon to display the list of plans, proposals, and addendum for a particular project.
 - Project Number: Click the project number to search for a particular document.
4. In the Plans Room, we are currently publishing three types of documents:
 - Zip Files (.zip): Contains all the plan sheets or all the revised plan sheets for a project.
 - PDF Files (.pdf): Usually contain the proposal or addendum, may include plan sheets.
 - TIFF Files (.tif): Usually contain the individual plan sheets.
5. On the Document List screen, you have the following options.
 - Click on the magnifying glass  to view PDF, Tiff, and Zip files.
 - For Zip files: after clicking the magnifying glass, click **Save** to copy the file your local PC instead of View or Open. Caution: Pressing View or Open may take an extremely long time process that action.
 - To view multiple TIFF files, place a check in the box to the left of the Sheet Number, and press **View PDF**. Note: The system will perform better if you open the PDF files by clicking the magnifying glass and do not try to open multiple PDF files at the same time.
 - **DO NOT** try to view a Zip file by clicking View PDF. It is not compatible with the system.